



PLANNING DEPARTMENT

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EXHIBIT 7
FILE

MEMORANDUM

TO: Town of Grafton Planning Board

FROM: Devin Clarke, Planning Intern

DATE: Friday, June 2nd, 2017

SUBJECT: Completeness of application - 8 Millennium Drive – Registered Marijuana Dispensary

The following are comments on the completeness of application submitted.

1. **Comprehensive Permit Application:** Application for Special Permit and Site Plan Approval stamped and received by the Planning Board May 10th, 2017 containing the following documents:
 - a. Application for Special Permit and Site Plan Approval
 - b. 8 Millennium Drive Site Plan
 - c. Stormwater Management Report
2. **Deliverables:** 8 Millennium Drive Site Plan
 - a. Sheet 1: entitled *Cover Sheet* – 1 of 12
 - b. Sheet 2: entitled *Existing Conditions Plan* – 2 of 12
 - c. Sheet 3: entitled *Lay Out Plan* – 3 of 13
 - d. Sheet 4: entitled *Grading & Drainage Plan* – 4 of 12
 - e. Sheet 5: entitled *Utility Plan* – 5 of 12
 - f. Sheet 6: entitled *Landscape & Lighting Plan* – 6 of 12
 - g. Sheet 7: entitled *Erosion Control Plan* – 7 of 12
 - h. Sheet 8: entitled *Preliminary Building Plan* – 8 of 12
 - i. Sheet 9: entitled *Preliminary Building Plan* – 9 of 12
 - j. Sheet 10: entitled *Construction Details 1* – 10 of 12
 - k. Sheet 11: entitled *Construction Details 2* – 11 of 12
 - l. Sheet 12: entitled *Construction Details 3* – 12 of 12
3. **Section 1.3.3 –Site Plan Review-** The applicant has provided the required information from Sections 1.3.3. through 1.3.3.4

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4. **Section 1.3.33. (f)** includes partial information on the cut and fill for the removal of earth material. Applicant has not addressed the hours of fill/removal activity, proposed routes of transporting materials to and from the site, and measures for dust and erosion control (both on- and off site) for the proposed activity.
 5. **Section 1.5.5** – Subsection (k) requires compliance with MA Department of Public Health. The applicant should provide documentation that the RMD is in compliance with 105 CMR 725.000 or other documentation required.
 6. **Section 8.2.1. – Traffic Study Required-** The applicant has now provided a traffic study as required with the submission of an application.
 7. **Section 9.6.4 – Signs-** Applicant has submitted a waiver request indicating the correct waiver of signage which falls under Section 9.6.4. However, applicant does not comply with location of sign. Section 9.6.4.1 states that no sign permitted can exceed 20 feet from the street line.
 8. **Section 9.6.2.3.C. – Accessibility-** Every building shall have adjacent area free of obstructions and accessible to and capable of supporting a fire safety vehicle. The applicant has not provided a cross section of gravel area to the southern rear and eastern sides of the building. Doing so will determine whether the compacted gravel area will be able to support the weight of a fire safety vehicle.
 9. **Section 9.6.3.2.E - Ways/Parking/Loading/Drainage-** The applicant's site plan for parking spaces is not in compliance in Section 9.6.3.2.E that requires parking spaces to be 19 feet in length. According to the site plans submitted, parking spaces are currently measured at 18ft in length.
 10. **Section 9.6.3.2.F – Ways/Parking/Loading/Drainage-** Applicant shows parking spaces in the site plan, but does not indicate which spaces are to be reserved, such as handicap spaces.

Other Comments:

1. Applicant has not indicated the paint color of the building.
2. The building is an industrial building with little articulation of building entrance.
 - More landscaping is recommended in the front of the building – near entrance and walkway locations.
 - Modification of building exterior design would assist in breaking the repetitious nature of the building's exterior walls. (i.e. Shrubs, Arborvitae, Trees, etc)
 - Applicant should address/include landscaping plan for site aesthetics and to maintain landscape uniformity throughout the site.
3. Applicant should provide details to exterior lighting plan
 - Site plan should address the lighting within the parking lot, sidewalks, and walkways/doorways surrounding the building

- Lighting at exit locations are not shown—in the rear of the building, at loading area, and employee entrance.
 - Style and type of light pole in parking lot should be addressed – full cut off light fixture recommended. More light poles within the parking area are also recommended.
4. Application should provide a more detailed plan for security designated location adjacent to the parking lot.
- Include detailed plan as to whether location is a security parking area or guard booth.

